

Expedite 5.11a Installation, Bidder Information and Agency/ID Instructions

Hardware and Software for Client Computers Running Trns•port Expedite 5.11a Software

Hardware

The hardware configuration* for client computers running Trns•port Expedite software follows:

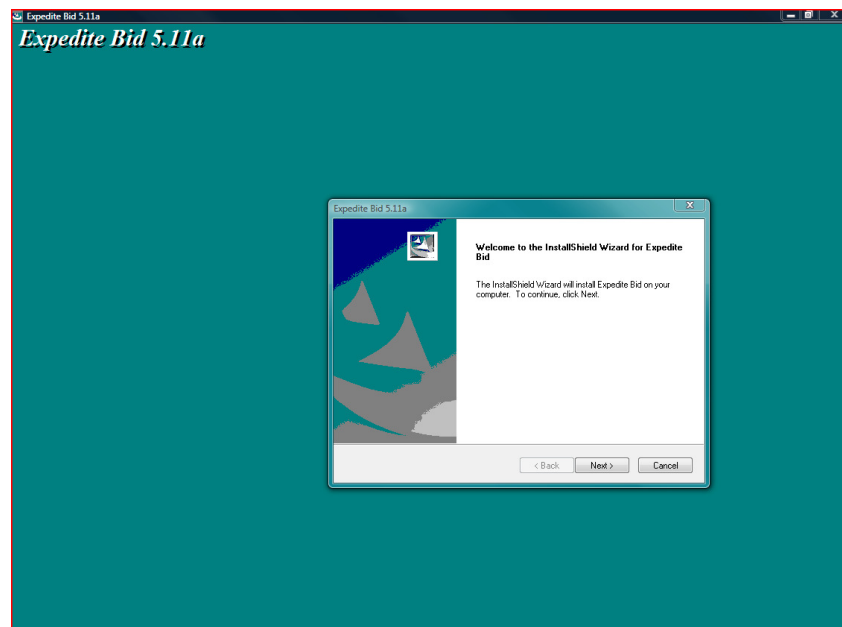
- 2.5-GHz processor
- 512-MB RAM
- 10-GB available hard disk space
- CD-ROM optical drive
- 800x600 pixel resolution monitor
- 101-key standard keyboard
- Mouse or other pointing device
- Network adapter

Software

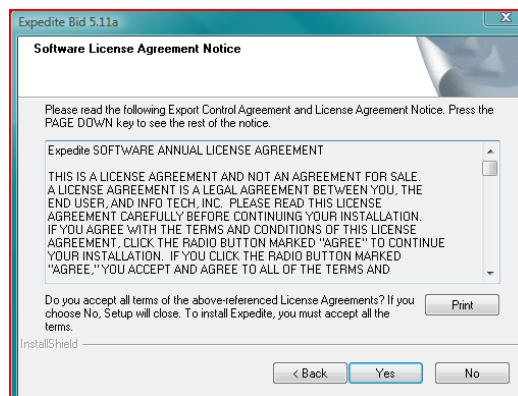
The software configuration* for client computers running Trns•port Expedite software follows:

- Microsoft® Windows® XP Professional (with SP1a) or Windows® 2000 Professional (with SP4) operating system

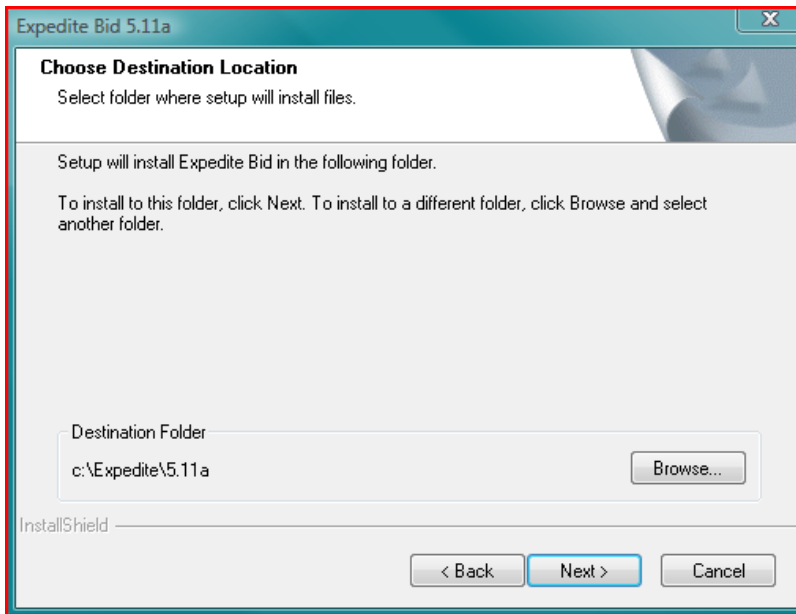
This is the first screen after clicking the 'Open' button on the 'File Download' window.



... and here is an enlargement of the preceding splash screen. Click **Next** to continue.

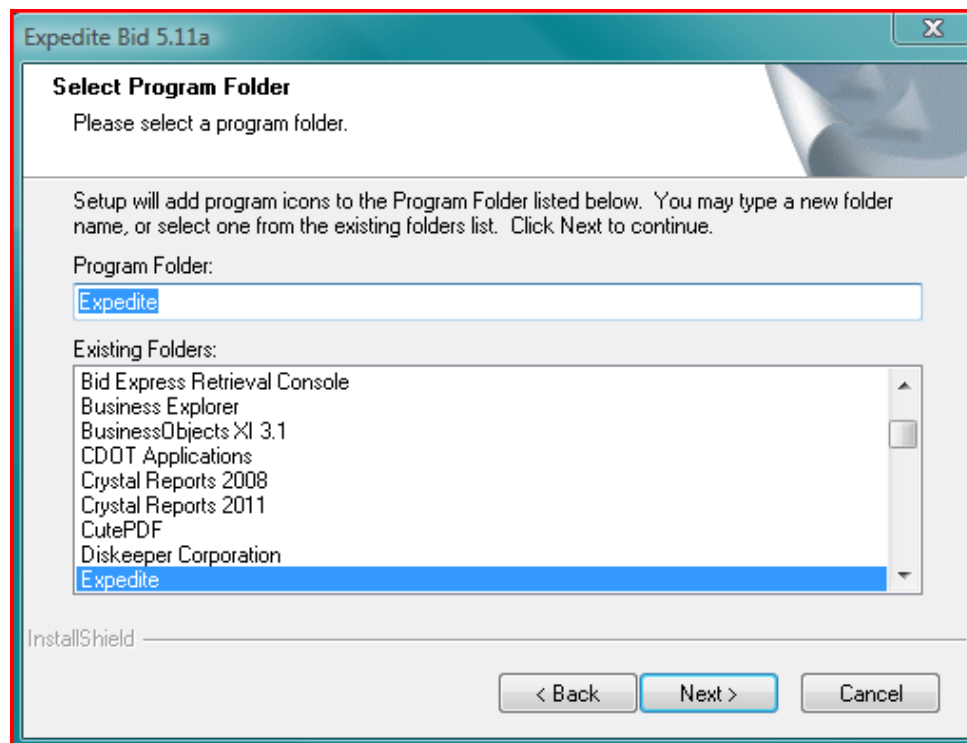


Here is the typical software license agreement displayed when installing new software. You can read it if you like. Most will click **Yes** to continue.



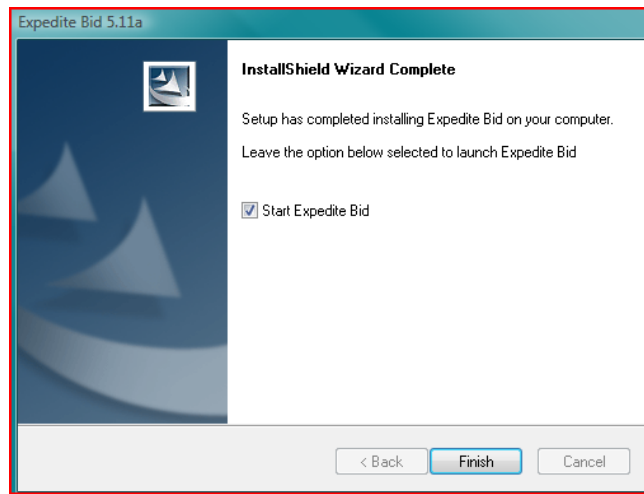
Click Next and take the default on this window.

This screen displays the default folder where the application will be installed. If you have previously installed *Expedite 5.9a*, you will probably want to install *Expedite 5.11a* in a separate folder which is the default “c:\Expedite\5.11a”. All letting’s on or after the letting date of January 5, 2012, will use Expedite 5.11a to view EBS files.



Click on ‘Next’ to take the default when prompted to Select Program Folder in the above window.

Installation is complete. If you have been using Expedite your bidder information should be transferred from *version 5.9a* to *version 5.11a* however, please confirm your bidder information is setup and accurate. For this reason, it is preferable to leave Start Expedite Bid checked and enter your company name, address, phone number and e-mail address now. Click **Finish** to launch the application.



Upon launching *Expedite* for the first time, the **Welcome to Expedite Bid!** Message as above is displayed. You will need to setup your company information. Click **OK** to enter your Company information. If you decide not to enter the information now, you can exit the application after clicking OK. The Options selection under the Tools menu is where you can access the same tabbed screen and enter the information later, please remember it must be entered before completing your first proposal.

BID Options

Bidder Information | Agency/ID | Units | Export Format | Import Format | Misc. | Proxy

Company Name:

Address line 1:

Address Line 2:

City: State:

Phone: Zip:

Fax: Pager:

Email:

OK Cancel Apply

This is the **Bid Options** screen, **Bidder Information** tab. Fill in as many fields as possible. Leave fields blank that do not apply to your company.

BID Options

Bidder Information | Agency/ID | Units | Export Format | Import Format | Misc. | Proxy

Company Name:

Address line 1:

Address Line 2:

City: State:

Phone: Zip:

Fax: Pager:

Email:

OK Cancel Apply Help

This is a typical example of a completed screen. If nothing has changed, we recommend using bidder information from Expedite 5.9a as a guide. If you have a fax number and a pager number you should enter them too. In addition, we recommend completing the **Agency/ID** tab while you have the **BID Options** screen open. Click the **Agency/ID** tab and continue.

BID Options

Bidder Information | Agency/ID | Units | Export Format | Import Format | Misc. | Proxy

Bidder ID's (Vendor ID's) for each agency. If your Bidder ID for an agency is incorrect, you may change it here. Bidder ID's (Vendor ID's) may be obtained from the bidding agency.

Agency	Bidder ID

Insert Row Delete Row Row Up Row Down

OK Cancel Apply Help

The **Agency/ID** tab is straightforward. Enter **CDOT** in the Agency column; enter your company's CDOT Prequalification Id in the Bidder ID column.

BID Options

Bidder Information | **Agency/ID** | Units | Export Format | Import Format | Misc. | Proxy

Bidder ID's (Vendor ID's) for each agency. If your Bidder ID for an agency is incorrect, you may change it here. Bidder ID's (Vendor ID's) may be obtained from the bidding agency.

Agency	Bidder ID
CDOT	1234

Insert Row Delete Row Row Up Row Down

OK Cancel Apply Help

Here is an example of a completed **Agency/ID** tab. Please note that your Bidder ID will be different than what is entered on the window in this example. Click **OK** to continue.

You're now ready to open your first bid proposal or EBS file by going to the File menu and selecting Open Proposal. If you decide to complete the **Agency/ID** tab upon opening your first proposal, you can expect the following screen.

Bidder ID Not Found

You must enter a Bidder ID to associate with this Agency. Bidder ID's are sometimes referred to as Vendor ID's. Bidder ID's maybe modified later from the Tools->Options menu choice.

Agency: CDOT

Bidder ID:

OK Cancel More Details ...

Enter your company's CDOT Prequalification Id in the Bidder ID field.

Bidder ID Not Found

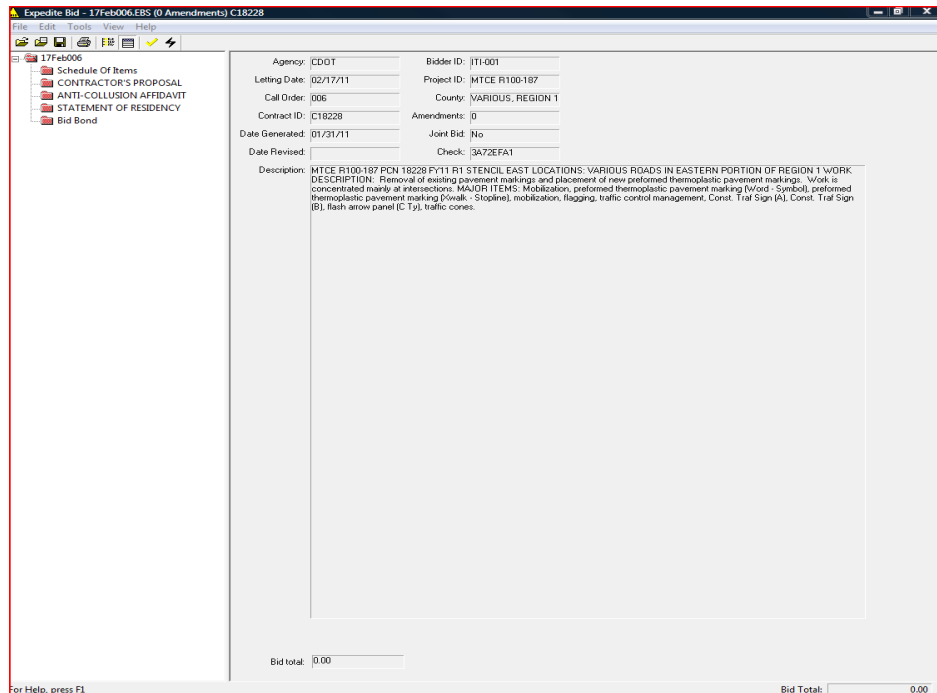
You must enter a Bidder ID to associate with this Agency. Bidder ID's are sometimes referred to as Vendor ID's. Bidder ID's maybe modified later from the Tools->Options menu choice.

Agency: CDOT

Bidder ID: 1234

OK Cancel More Details ...

Once the Prequalification Id is entered, the OK button is activated. Click **OK** to continue.

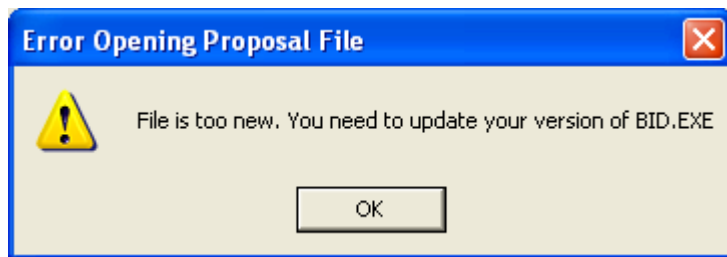


The **Proposal Summary** screen is now displayed. Note the values in the Agency and Bidder ID fields. *Expedite 5.11a* is ready to use.



When subsequently launching the application, use the shortcut in the shape of a yellow triangle named *Expedite Bid 5.11a* placed on your desktop during installation. This shortcut should not be confused with *Setup.exe* or *Expedite Bid 5.9a* of the same shape and color. Since the installation is finished, you can click Finish. You can also launch the application and *Expedite Help* through the Start menu.

If you try to open an EBS file generated using *Expedite 5.9a* with *Expedite 5.11a*, the warning message above may appear. If this occurs, you will need to install *Expedite 5.9a* to submit your bid. Clicking **OK** closes the message and the application. A good rule of thumb: open a proposal with the same version of the application that created it.



You should now be successfully installed with the latest version of *Expedite Bid 5.11a*.